



SAFETY & SECURITY COMMITTEE MINUTES

April 4, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, April 4, 2007, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:03 p.m.

Roll Call

Members Present Jayne Conway, Michael Finton, Ken Jay, Kelley Hudson-MacIsaac, Pam Keinath, Lucy Nelson (for Horio) and Donna Renner

Members Absent: Norma Bean, Tony Cruz, Tanisha De La Torre, Mike Ellis, Nancy Horio, Tom Medel, Karen Mifflin and Dolores Silva

Ex-Officio Members Present: Lucy Nelson (see above) and Don Thompson

Ex-Officio Members Absent: Katherine Gannett

A. Minutes – March 7, 2007

MSC Jay/Conway w/minor correction none opposed

Ex-Officio Member, Katherine Gannett, was present at March 7th meeting. Minutes will reflect correction.

Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees.htm>.

B. Discussion/Information Items

1. **Workers Comp – Lucy Nelson**

Lucy reported that during the month of March 2007, her office received five claims; none of which were first-aid though one claim was a Facilities employee. Claims comprised of: strains, falling from a chair and opening a door.

2. **Campus Police – Tony Cruz**

There was no one present to provide a report.

3. **Risk Management**

Jay reported that Candi Francis, Interim Dean, the Math, the Natural, the Health Sciences Division, has expressed concern about vandalism occurring in the Natural Science Building prior to its opening which *may* delay the building's completion. There was a recommendation presented to hire a private security company to supplement our Campus Police Officers.

Kelley reported that doors are usually the last item to be installed on a new building. Until construction has been completed, Chris has issued hard-hats to the Campus Police Officers that will be making their rounds through the Natural Science Building site.

It was recommended that for upcoming new buildings, a line item be included in the bid that stipulates security be provided for buildings under construction and the cost incorporated by the Contractor.

Kelley reported that the interviews for the Geo-Tech were conducted on Monday, April 2, 2007.

4. **Health Services – Jayne Conway**

Jayne discussed the March 2007 Emergency Response and Advanced First Aid Summary Reports:



HEALTH SERVICES

April 2, 2007

TO: Joseph Madrigal, Assistant Superintendent, Vice President, Student Services

FROM: M. Jayne Conway, R.N., M.S.N., Director, Health Services

SUBJECT: Emergency Response and Advanced First Aid Summary Report

Health Services responded to the following number of emergencies, and advanced first aid for **March 2007**

Emergency Response and Advanced First Aid

	San Marcos Campus				Escondido Center			
	Student	Employee	Other		Student	Employee	Other	TOTAL
Emergency Response on Campus	3	1	0		0	0	0	4
Emergency Response Health Services	4	1	0		2	0	0	7
Advanced First Aid Health Services	6	4	0		3	0	0	13
Medical Injury Reports	6	5	0		1	0	0	12
Psychological Health Crises	0	0	0		0	0	0	0
Referred Directly to MD	4	2	0		2	0	0	8
911 to Hospital	3	0	0		0	0	0	3

Please see the attached copy of the 2006 – 2007 Emergency Response and Advanced First Aid Monthly Reports for the month of **March 2007**

cc: John Tortarolo
Bonnie Dowd

**San Marcos Emergency Response Report
March 2007**

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
3/06/07 1125	Walk-In	Student	Menstrual Cramps, Dizziness	Health Services	Assessment Vital signs, neuro check, Campus Police, patient education, rest, heating pad, OTC medication	Went home with Mother	30 Min.
3/07/07 0808	Walk-In	Employee	Dizzy, Chest Pain	Health Services	Assessment Vital signs, Campus Police, patient education, neuro check, pulse oximeter, orthostatic BP, referral MD, telephone consult	Went to NCHS with Brother	30 Min.
3/7/07 0930	1 Min.	Student	Nosebleed, Coughing Blood	Library	Assessment Vital signs, control bleeding, ice pack, nasal packing, Campus Police, patient education, rest, biohazardous disposal, pulse oximeter, nasal pressure, telephone consult, 911called	911 Paramedics transported to Palomar Hospital	30 Min.
3/7/07 1430	1 Min.	Student	Dizzy/Faint	NB	Assessment Vital signs, neuro check, Campus Police, patient education, pulse oximeter, Orthostatic BP, telephone consult, 911 called	911 Paramedics transported to Tri-City Hospital	25 Min.
3/12/07 0802	Walk-In	Student	Swelling Upper Lip	Health Services	Assessment Vital signs, benadryl, ice pack, patient education, telephone consult. MD referral	Went to PMD with Fiancee	1 ½ Hr.
3/13/07 0920	Walk-In	Student	Severe Headache Nausea	NB	Assessment Vital signs, neuro check, Campus Police, patient education, appt HS Dr. Mast, 911 called	911 Paramedics transported to Tri-City Hospital	20 Min.
3/13/07 1300	Walk-In	Student	Indigestion	Health Services	Assessment Vital signs, Campus Police, patient education, rest, Medical excuse	Went Home	1 hr.
3/21/07 1145	Walk-In	Employee	Laceration RT. Hand	Graphics	Assessment Patient education, Medical Injury Report, Worker's Comp, telephone consult	Went to Concentra	1 Hr.

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
3/30/07 1015	Walk-In	Student	Feeling Faint	Health Services	Assessment Vital signs, neuro check, patient education, rest, fluids	Went home with friend	35 Min.

San Marcos Advanced First Aid Report March 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
3/01/07 09:54	Walk-In	Student	Contusion, Laceration, RT. Lip	Auto Shop	Assessment Control bleeding, wound care, Band- Aid/dressing, patient education, MD referral, assist DSPS, Medical Injury Report	Went back to class	30 Min.
3/05/07 1900	Walk-In	Student	Eye Irritation	Near A Bldg.	Assessment Patient education, OTC eye drops, vision test, Medical Injury Report	Went back to class	25 min.
3/06/07 0920	Walk-In	Student	Cut Rt. Thumb	Ceramics Class	Assessment Control bleeding, wound care, Band- Aid/dressing, patient education, Medical Injury Report, MD referral, assist DSPS	Went back to class	20 Min.
3/14/07 0925	Walk-In	Student	Swelling & Pain Lt. Ankle	Tennis Court	Assessment Ice pack, patient education, Medical Injury Report, Student Accident Report, telephone consult	Went to PMD	30 Min.
3/15/07 1500	Walk-In	Employee	FB LT. Ring Finger	Facilities	Assessment Wound care, FB removal, Band- Aid/dressing, patient dressing, Medical Injury Report, Student Accident Report	Went back to work	15 Min.
3/19/07 1215	Walk-In	Employee	Insect Bite RT. Eye	Shadowridge	Assessment Wound care, OTC meds, ice pack, patient education, Medical Injury Report, Worker's Comp, telephone consult, referred to Concentra	Went to Concentra	15 Min.
3/26/07 1330	Walk-In	Employee	Contusion/Laceration RT. Hand	Photo Lab	Assessment Control bleeding, wound care, Band- Aid/dressing, patient education, ER precautions, Medical	Returned to work	15 Min.

					Injury Report, vital signs,		
Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
3/26/07 1500	Walk-In	Employee	Laceration LT. Ring Finger	Biology Lab	Assessment Control bleeding, wound care, Band-Aid/dressing, patient education, ER precautions, Medical Injury Report, Worker's Comp, telephone consult	Referred to Concentra	15 Min.
3/26/07 1800	Walk-In	Student	Blister Lt. Palm	Athletic Field	Assessment Wound care, Band-Aid/dressing, patient education, Medical Injury Report	Went back to class	15 Min.
3/28/07 1045	Walk-In	Student	Chemical to RT. Eye	Chemistry Lab	Assessment Patient education, OTC meds, irrigations, Medical Injury Report, MD referral	Went back to class	20 Min.

Escondido Advanced First Aid Report

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
3/01/07 1900	Walk-In	Student	Cut RT. Wrist	High School	Assessment Wound care, Band-Aid/dressing, patient education, MD referral	Went back to class	10 Min.
3/06/07 1825	Walk-In	Student	Laceration RT. Thumb	C-15	Assessment Control bleeding, wound care, Band-Aid/dressing, patient education, MD referral, Medical Injury Report	Went back to class	10 Min.
3/06/07 1815	Walk-In	Student	Laceration RT. Wrist	High School	Assessment Wound care, Band-Aid/dressing, patient education	Went back to class	5 Min.

Jayne reported that February's Blood Drive was successful. 90 units of blood were collected.

Upcoming health events include "Skin Cancer Screening" will be available April and May 2007 and is open to all students and employees.

Jayne reported that Health Services staff is still seeing a rare type of upper respiratory infection among students/staff and that this virus not only strikes once but twice.

Jayne reported that the Department of Public Health no longer wants to provide discounts for measles vaccinations and birth control.

5. **ASG**

There was no one present to provide a report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac/Don Thompson**

Kelley reported on the following activities:

- She and Don provided ergonomic work station evaluations to Human Resources on April 3rd.
- Health Department Inspector made unscheduled site visit and found two issues:
 - Signage/Pool
 - Back gate latch/Pool
- Kelley and Campus Police representatives attended Emergency Response Training at the North County Department of Education.
 - Satellite Phone will be installed at Campus Police
 - Tom Plotts, Chief/Campus Police, is updating the emergency response plan for the District.

Don reported on the following activities:

- An outside contractor drained the grease pits located behind the Student Union Building.
- The District has contracted Romic Environmental to remove chemicals from the Chemistry Department and dispose of live medications donated to the Emergency Medical Education department.

D. **First Reading**

There were no first reading items.

E. **Discussions/Other Items**

1. **Construction Updates – Kelley Hudson-MacIsaac**

a. **Natural Sciences Building**

There are a few issues to resolve

b. **Bond Project**

Preliminary plans for the Multi-Disciplinary Building should be completed by summer 2007 with construction to start in fall 2008.

c. **S-Building Renovation**

Nine architects were interviewed and forwarded to Bonnie Dowd/Bob Deegan for second-level interviews.

d. **Fallbrook Center**

A CEQA study is being conducted on the site for the proposed Fallbrook Center. Land purchase should be completed by summer 2007.

e. **Escondido Center**

Master Plan to start in fall 2007.

2. **Ergonomics**

Kelley reported that her office's goals are to provide outreach to the campus community regarding ergonomics issues.

3. AEDs

Jayne reported that her department is looking at provided AEDs for all the upcoming new buildings as appropriately needed. Kelley inquired as to how these proposed new AEDs will affect our existing contract with Project Heartbeat especially in terms of servicing. Who will conduct training? Jayne replied that the AED Committee will meet to discuss these inquiries.

Kelley informed Jayne that AEDs need to be a line item in her budget.

F. Safety Concerns

1. Bicycles/Skateboarders

Ken, Donna and several other committee members reported an increase of bicycles and skateboarders campus-wide.

Donna shared an interaction she encountered with several students who were skateboarding down the main sidewalk. The students indicated they were within their rights because long boarders were exempt from the "no skateboarding" rule.

G. Adjournment

There being no further business, the meeting was adjourned at 2:47 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, May 2, 2007, 2 p.m., Room RS-5